

**When can we PRINT
benchmark bubblesheets?
When does the benchmark
window CLOSE?**

- Benchmark bubblesheets may be printed as soon as the benchmark window opens. Do not try to print early by selecting bubblesheets for a different content area or grade because the electronic answer key is linked to the unique benchmark barcode for each test.
- The benchmark window closes at midnight on the last day of the window.

**What are 4 strategies for
successful benchmark
scanning...the first time?**

- **Carefully Select Benchmark Bubblesheets:**
 - On-Level or Mod? TAG or Accel? English or Spanish?
 - For mixed classes - carefully select the bubblesheet that matches the course or grade level
- **Utilize "TAKS Bubbling" Strategies:**
 - Use a #2 pencil
 - Darken the bubble COMPLETELY
 - Erase stray marks
- **Scan Early:**
 - If there are issues then scanning early provides time to resolve them within the window
 - Check the Student Grade Report to see if there are any "blank" or "mult" scoring issues
 - If there are issues please contact the campus ITS
- **Avoid Timing Out:**
 - Monitor the mfp while it scans and do not allow it to time out waiting for an answer
 - The timeout function has been extended to 90 seconds

**If a student is exempt from
taking a benchmark via the
IEP, how should the
bubblesheet be handled?**

- The recommendation is...do not print or scan benchmark bubblesheets for student s who are exempt.
- However, teachers are welcome to hand score their tests for their own information. There are times when campuses have exempt students take a benchmark to try and get a sense of how close students might be toward being able to handle these assessments with accommodations, but if they are exempt with IEPs, then we should not be handling their data in a capacity that is prohibited by legally binding paperwork.

**When will we receive
benchmark reports?**

- Teachers receive their benchmark reports from the multi-function printer immediately **via e-mail**.
- Campus administrators and teachers **typically** receive benchmark reports via the **RRISD Portal** within 2-3 business days after the benchmark window closes.
- Campus and District administrators and teachers receive benchmark reports via the **Q-drive typically** within 5 business days after the benchmark window closes.

How is an absent student's bubblesheet graded?

- **Remove the absent student's bubblesheet before scanning.** This allows for more accurate classroom results from the mfp reports. If the student does not return before the window closes, then administer the benchmark when the student returns and grade the 'absent student's' bubblesheet as a late scan.
- When scanned, the mfp will show the student missed every question because the questions are blank and the mfp reports will include the absent student's failing results. That is why removing it temporarily will enable more accurate classroom results from the mfp reports.
- However, the absent bubble functions as a "flag" for the Assessment Dept. Once the benchmark window closes and the Assessment Dept. processes the results, then:
 - **If the absent bubble is used** and the student has no answers recorded, then the Assessment Dept. **will not** include it in the campus / district reports.
 - **If the absent bubble is not used**, and the student has no answers recorded, the Assessment Dept will include it in the campus / district reports because there is no way of knowing if the student was absent or simply "chose" not to take the test.
 - **If the student answered even a single question**, then the Assessment Dept. will keep their information in the file and the results will be included in the campus reports.

If the benchmark deadline is missed, how do we scan bubblesheets late?

- There is a two-week late scan window that is designed to capture absent students' results and/or allow teachers to rescan **individual** bubblesheets that may have had a "blank" or "mult" issue.
- Contact the principal and let him / her know that a late scan is needed. The principal will be given the override password that allows late scanning.
- **Please note:** late scan results will **not** be included in the campus / district Q-drive reports. Also, please know that the Assessment Dept. will not process the "late scan" files until they have time. So it could be awhile before the student's results are updated in the data warehouse...but users will have an mfp report showing the benchmark results.

Who do we contact if we have questions?

- **Contact the campus ITS if users...**
 - Did not receive an email with the results within a few minutes of scanning.
 - Received a 'contact system administrator' message or a 'barcode read error' message
 - Have questions about "blank" or "mult" on the student grade report
 - Have questions about using the mfp for printing and/or grading
- **Contact the District Curriculum Specialist if users...**
 - Have questions about the answer key or the benchmark guide
 - Have questions about the length of time for the benchmark window
- **Contact the Academic Data Analyst (464-5658) if users...**
 - Have questions about how to use / interpret the benchmark data to improve teaching and learning